



***Mission:** Street Roots creates income opportunities for people experiencing homelessness and poverty by producing a newspaper and other media that are catalysts for individual and social change.*

Job Announcement: Vendor Program Assistant

Are you motivated to support 170 people experiencing homelessness and poverty to earn an income and get a hand-up selling Street Roots, an award-winning weekly newspaper?

We're seeking a motivated, independent, compassionate, team-oriented self-starter to work in daily front office interactions for our amazing team of vendors. Our Vendor Program Assistant opens the vendor office three days a week (including weekends), and hosts a calm, safe space for more than 170 active vendors. Basic duties include selling the newspaper to vendors, maintaining vendor sales locations, badges and database; overseeing office cleanliness and organization; managing the front desk (fielding calls and messages, distributing Rose City Resource guide, serving as an ambassador for our organization); and broadly supporting the well-being of vendors.

Read the full job description at www.streetroots.org/VPA

Salary and Benefits Information:

- \$16/hour (20-22 hours/week plus relief shifts).

This is a three days/week schedule, plus relief shifts. Working Saturdays and Sundays is required. Schedule of additional day negotiable. Relief shifts as needed.

Our office hours are Monday-Friday (7:30 am to 3pm); Saturdays (7:30 am - 2pm); and Sundays (7:30 to 1 pm). The Vendor Program Assistant would maintain the office during these hours, as well as opening and closing the office.

Want to apply?

Email a resume and a brief cover letter to admin@streetroots.org by 5pm on Monday, **May 13, 2019**. Please write "vendor program assistant" in the subject line.

In your cover letter, tell us how you heard about the position and respond to these questions:

- 1.) What qualifies you to work with people who are experiencing poverty and homelessness? What skills (personal, professional, educational or volunteer) do you bring to the job?
- 2.) Street Roots strives to create a safe space for people across race, ethnicity, culture, gender, housing status, family status, ability and sexual identity. How would you work to support this?

All inquiries will be handled confidentially. Interviews will begin in mid-May; job will begin in late May/early June. An email acknowledgement will be sent to all applicants within two business days. If you do not receive an acknowledgment within that time frame, please contact admin@streetroots.org

A criminal record will not necessarily disqualify a person from the position.

Equal Opportunity Employer

At Street Roots, we believe we can meet the organization's mission only with a diverse board and staff who actively cultivate a culture of equity and inclusion across race, ethnicity, culture, gender, housing status, family status, ability and sexual identity.

Work Environment

We operate out of a small, sometimes chaotic office environment in Old Town. Individuals from all walks of life come into and call Street Roots daily. You will be expected to treat everyone with the same level of respect. The Vendor Office is open 365 days a year regardless of holiday or weather. Your schedule will be Monday to Friday, but will involve occasional weekends or evenings.